



# **CAPPS Financials**

## **Agency Course Catalog**

*End User Training (EUT)*

PeopleSoft Version 9.2  
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### **COURSES FOR ALL AGENCY CAPPS EMPLOYEES**

#### ***CAPPS Financials Fundamentals***

**Course ID:** 999

**Course Delivery:** Online / Self-Study

**Course Duration:** 1 ½ hours

**Course Description:**

CAPPS Financials is a PeopleSoft system. Understanding how to access the system, how to navigate within the system, and how to find and enter information in PeopleSoft is essential to all employees using CAPPS. This course teaches system navigation and functionality. Employees will learn basic concepts, terminology, and navigation techniques for CAPPS Financials applications using a browser-based interface to view or manipulate data. Users will also learn how to use key fields, how to search for data, how to use wild-card characters in searching, and how to recognize page navigation elements in the system.

This course is intended for all CAPPS Financials users and is a prerequisite for all other courses.

**Prerequisites:** None

**Recommended**

**Audience:** All Agency CAPPS Users

### **CAPPS FINANCIALS TRAINING COURSES**

#### ***Accounts Payable (AP)***

**Course ID:** 200

**Course Delivery:** Blended – Online / Self Study or Classroom

**Course Duration:** Approximately 4 hours

**Course Description:**

Accounts Payable is the CAPPS module that enables suppliers (vendors) to receive payment for goods or services. This course provides instruction in the following areas:

- How to add a new supplier (vendor) in CAPPS
- How to process a voucher (invoice)
- How to print voucher copies
- How to run and print AP reports

**Prerequisites:** Course 999 – Financials Fundamentals

**Recommended**

**Audience:** Employees who enter Supplier (Vendor) Invoices

### ***General Ledger (GL)***

**Course ID:** 205

**Course Delivery:** Blended – Online / Self Study or Classroom

**Course Duration:** Approximately 3 ½ hours

**Course Description:**

An agency records its business activity through journal entries (or through subsystem accounting entries, such as Payables), which are posted to the General Ledger using a collection of accounts, departments and so on. This collection of accounts is often referred to as a Chart of Accounts, which enables an agency to classify financial and statistical data that is used for reporting. Journal entries for actual transactions are made in a double entry system, in accordance with Generally Accepted Accounting Principles (GAAP), where debits equal credits. CAPPS General Ledger provides journal entry formats that enable any type of transaction entry to be quick and easy without losing the control needed to ensure accuracy.

This course provides instruction in the following areas:

- How to create and process Journal entries
- How to understand the Chart of Accounts
- How to manage monthly and year-end closings

**Prerequisites:** Course 999 – Financials Fundamentals

**Recommended**

**Audience:** Agency GL Personnel

### ***Tree Manager Functionality (TM)***

**Course ID:** 210

**Course Delivery:** Blended – Online / Self Study or Classroom

**Course Duration:** Approximately 3 ½ hours

**Course Description:**

CAPPS Tree Manager simplifies the Chart of Account design. It positions individual ChartField values on an intuitive graphical tree diagram, enabling summary levels or hierarchies to be established exactly as they are displayed on the screen.

This course provides instruction in the following areas:

- How to maintain ChartField values and rollup structures
- How to view, modify, delete and audit tree information
- How to view and run tree manager reports

**Prerequisites:** Course 999 – Financials Fundamentals;  
Course 205 – General Ledger, or  
Course 215 – Commitment Control

**Recommended**

**Audience:** GL Configuration Specialists

### ***Commitment Control (KK)***

**Course ID:** 215

**Course Delivery:** Blended – Online Self Study or Classroom

**Course Duration:** Approximately 4 hours

**Course Description:**

Commitment Control is an integrated module that performs budgetary control and/or tracking of financial transactions against pre-defined budgets. This course provides instruction in the following areas:

- How to view, manage and update budgets
- How to perform the budget checking process for requisitions and purchase orders

**Prerequisites:** Course 999 – Financials Fundamentals;  
Course 205 – General Ledger (recommended)

**Recommended**

**Audience:** Agency Accounts Payable, Budget, General Ledger and Purchasing Buyers

### **CAPPS SUPPLY CHAIN TRAINING COURSES**

#### ***Asset Management (AM)***

**Course ID:** 300

**Course Delivery:** Blended – Online / Self Study or Classroom

**Course Duration:** Approximately 4 hours

**Course Description:**

The Asset Management module is used to track agency asset activities. This course provides instruction in the following areas:

- How to add new assets in CAPPS
- How to adjust asset information
- How to process/close asset depreciation
- How to create accounting entries
- How to interface with the SPA system

**Prerequisites:** Course 999 – Financials Fundamentals

**Recommended**

**Audience:** Employees who track Asset information

### ***Requisitioning & Receiving – eProcurement (ePro)***

**Course ID:** 305

**Course Delivery:** Blended – Online / Self Study or Classroom

**Course Duration:** Approximately 8 hours

**Course Description:**

eProcurement encompasses requisitioning and receiving. It integrates closely with the CAPPS Purchasing module. This course offers a high-level overview of the Procure-to-Pay process and Chart of Accounts, followed up with details and important steps included in the requisitioning and receiving processes. This course provides instruction in the following areas:

- How to create requisitions
- How to perform the pre-budget checking process
- How requisitions are approved and budget checked
- How to manage requisition status
- How goods are received in CAPPS

**Prerequisites:** Course 999 – Financials Fundamentals

**Recommended Audience:** All Agency Requestors

### ***Purchase Order Processing (PO)***

**Course ID:** 306

**Course Delivery:** Blended – Online / Self Study or Classroom

**Course Duration:** Approximately 8 hours

**Course Description:**

The role of the Agency Buyer in the Procurement process is to expedite purchases that have been requested and approved, sourcing them to vendors and setting up contracts or requesting quotes as needed. This course provides instruction in the following areas:

- How to create Purchase Orders and transmit to suppliers
- How to create and administer Requests for Quote
- How to set up Purchasing Contracts
- How to manage purchasing documents through the procurement life-cycle.

**Prerequisites:** Course 999 – Financial Fundamentals  
Course 305 – Requisitioning & Receiving

**Recommended Audience:** Agency Buyers and Procurement Super Users



### ***Requisition Approval***

**Course ID:** 310

**Course Delivery:** Online / Self Study

**Course Duration:** Approximately 1 hour

**Course Description:**

Requisitions must be approved prior to being processed in the CAPPS purchasing module. This course provides instruction in the following areas:

- How to review and approve a requisition
- How to deny a requisition and provide comments
- How to insert an approver/reviewer
- How to designate a proxy for approvals

**Prerequisites:** Course 999 – Financials Fundamentals

**Recommended  
Audience:**

All Agency Requisition Approvers Only

*Note: Information contained in this course is duplicated in Course 305 – Requisitioning and Receiving. It is not necessary to take both courses.*